

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	7/1/03	2/12	3	3.2
CHAPTER Chapter 3. Applying to the Program		SUBJECT CACFP Training Types			

I. On-Site Orientation Training (required for new contractors)

New centers - Once a CACFP application for a new at-risk after school center is received in full, individualized training will be coordinated. The Nutritionist in your area will arrange to conduct an on-site orientation at the center and complete an on-site pre-approval inspection, if required. A pre-approval site visit is required for nonprofit facilities that are not licensed. Program approval will not be granted until documentation of training and the pre-approval inspection (if applicable) is on file in the Bureau of Community Food and Nutrition Assistance (BCFNA) Central Office.

II. Classroom Training

Special program training topics are available for center personnel to attend as requested by center management or special training topic(s) may be mandated if noted as a “required action” from a CACFP monitoring review. The monitoring review letter will describe the training required and the completion due date.

The CACFP special topics training schedule is posted on the website in each of the district office locations. Centers must register for trainings on-line at:

<http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/training.php> Reservations are required due to limited space. Questions about training can be directed to the toll free number at 800-733-6251.

Locations for Special Topics Training*

Central Office – Jefferson City
Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
920 or 930 Wildwood (check website for specialty class location)
Jefferson City, MO 65102
CACFP@health.mo.gov

Northwestern District Health Office
3717 Whitney Avenue
Independence, MO 64055

Eastern District Health Office
220 South Jefferson
St. Louis, MO 63103

Southwestern District Health Office
149 Park Central Square, Ste. 116
Springfield, MO 65806

Cape Girardeau Public Library
711 N. Clark Street
Cape Girardeau, MO 63701

*Locations change in some districts depending on the day scheduled and specialty training topic. Verify the information on the CACFP website

III. On-line CACFP Training Modules

Self paced training modules developed in partnership with Learning Management System (LMS) are available on-line at no charge. The on-line training was developed to provide a convenient way for center personnel to access CACFP training during work hours without leaving the center. Each module includes resources pertinent to the training topic and a post test.

The CACFP training modules are located at: www.mocacfp.com. Individuals must first create a new account (user name and password) with an email address and other information. Video links provide assistance and guide you through the process.

Once access is granted, individuals can log on and enroll for a training module. Enrollment confirmation will be communicated to the email address provided when your account is created. You can start the training as your schedule permits.

This is a self-paced training which means you work at your own pace to complete the training, convenient to your schedule. If you cannot complete the training module in one session, the training will “place mark” where you left off. When you re-enter the training module, the prompt will direct you to the last screen visited.

CACFP special training topics are available for center personnel to complete as requested by center management. This is a convenient way to train a new employee who has involvement in any of the CACFP duties (administrative and/or operational). The training certificate must be retained at the center to document completion of training.

A special training topic(s) may be mandated if noted as a “required action” from a CACFP monitoring review. The monitoring review letter will describe the Corrective Action Plan (CAP), training requirement(s) and other “required actions” and specific due dates. If an on-line training module is required, verification of completion (training certificate) must be submitted as directed by the CACFP monitoring letter.

Reference: 7CFR 226.6(a)(2)
7CFR 226.15(e)(12)(14)